

# REQUEST FOR ADMINISTRATIVE HEARING ELECTION OF ALTERNATE

Please indicate Alternative Selected

☐ Hearing by Declaration      ☐ Hearing by Personal Appearance

THE POLICE DEPARTMENT'S RESPONSE TO YOUR INITIAL PROTEST MUST BE INCLUDED WITH THIS FORM

## SELECTION OF ADMINISTRATIVE HEARING

Citation # \_\_\_\_\_

Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_ Veh. License: \_\_\_\_\_ St.: \_\_\_\_\_

Location of Violation: \_\_\_\_\_ Violation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Issuing Officer (if Known): \_\_\_\_\_ ID#: \_\_\_\_\_ Agency: \_\_\_\_\_

I have read the description of the Administrative Hearing process and understand the nature of the process. I understand that I am afforded a single Administrative Hearing by Personal Appearance or Declaration per citation. I understand that I will be advised of the Hearing Officer's findings by mail following the hearing. I further understand that a failure to appear for an Administrative Hearing by Personal Appearance or to file a request for an Administrative Hearing within TWENTY-ONE (21) days of personal service or mailing of the Issuing Agency's Finding will result in a ruling of "Sustained" and a waiver of any rights to contest this citation, except as provided by the law.

## Declaration

(The Statement Submitted to the Issuing Agency May Be Used)

BE CERTAIN TO SIGN THE BOTTOM OF THIS FORM--Make copies as needed for Witness Statements

Please Print legibly or type - A current mailing address is needed for additional communications.

Statement of the incident. You may simply submit the statement given to the Issuing Agency, or you may re-state your position. In either case, the form submitted to the Issuing Agency (Police Department) **must** be included with this request for Administrative Hearing. Include any pertinent observations and facts, as well as any statements made by or to involved persons or officers. Photographs and drawings may be included, but are submitted at your own risk of loss or damage. Attach additional sheets as needed.

Citation is for violation of: ☐ Posted Sign    ☐ Painted Curb    ☐ Meter    ☐ Other: \_\_\_\_\_

Statement: ☐ Refer to attached Issuing Agency Review. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury the foregoing is true and correct. I have included the Issuing Agency Review form herein.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

Signature: \_\_\_\_\_

.....  
**DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY**  
**OFFICE OF PARKING NOTICES - VERIFICATION OF BAIL PAYMENT**

CITE# \_\_\_\_\_ AMOUNT RECEIVED \$ \_\_\_\_\_ .00 DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

Note: DO NOT ACCEPT A REQUEST FOR AN ADMINISTRATIVE HEARING UNLESS THE POLICE DEPARTMENT'S REVIEW IS INCLUDED WITH THIS FORM.

# Request For Administrative Hearing

(AN ISSUING AGENCY REVIEW MUST PRECEDE THIS REQUEST AND THE FINDINGS ARE TO BE ATTACHED)

## ADMINISTRATIVE HEARING BY DECLARATION

This is a convenient procedure by which you may contest a parking citation that will save time associated with administrative hearing appearances and travel. You must first have completed an Issuing Agency review.

Under this procedure, if you wish to contest a parking citation issued for violation(s) of the California Vehicle Code or Glendale Municipal Code, you may have your case set for a "Hearing by Declaration". This consists of a review of the facts and circumstances related to this citation by an appointed Administrative Hearing Officer. You may submit declarations, photographs, documents, of any other evidence. Neither you, the citing officer, nor any witnesses will appear for a Hearing by Declaration.

## ADMINISTRATIVE HEARING BY PERSONAL APPEARANCE

If you do not desire a hearing by declaration, you may elect to appear in person before an appointed Administrative Hearing Officer. You must first have completed an Issuing Agency review.

If you wish to contest a parking citation issued for violation(s) of the California Vehicle Code or Glendale Municipal Code, you may have your case set for a formal "Administrative Hearing by Personal Appearance". This consists of a formal appearance before an appointed Administrative Hearing Officer. The Hearing concerns the facts and circumstances related to the case. You may appear, have witnesses testify on your behalf, and present any other evidence, such as photographs and documents. You will be notified of the date and time of appearance by the Office of the City Attorney. Failure to appear will result in the citation being Sustained. The citing officer is not required to be present. Hearings are scheduled during city business hours.

## REQUESTING AN ADMINISTRATIVE HEARING

You must first have completed a Police Department Issuing Agency Review of your parking citation in order to be entitled to an Administrative Hearing. You must file this completed "Issuing Agency Review" form with your request for a hearing. Requests for Administrative Hearings must be filed *within TWENTY-ONE (21) days* of personal service of the Issuing Agency finding or within TWENTY-ONE (21) days of mailing of the Issuing Agency finding. **If you desire an Administrative Hearing by Personal Appearance or Administrative Hearing by Declaration, please complete the attached forms and submit them with the citation payment amount to:**

**Glendale Police Department Traffic Bureau Office of Parking Notices**  
131 N. Isabel St., Glendale, CA 91206

*If you are unable to submit the full amount of the parking fine, you are required to submit satisfactory proof of an inability to pay the amount due.*

Upon review, the Administrative Hearing Officer will take the matter under consideration and render a finding of "Dismissed" or "Sustained". You will be Notified of the Administrative Hearing Officer's decision by mail. If the citation is "Sustained" your penalty amount is forfeited. If the citation is "Dismissed", the penalty amount will be refunded to you by mail in a separate correspondence that follows the notice of finding. Decisions rendered by the Administrative Hearing are final.

Review all forms carefully and complete them in a clear and concise manner. Forms may be typed or handwritten and must be legible. You may attach additional sheets as necessary to complete your statements or to include witness statements. Each person must sign and date their written statement.

## APPEALING AN ADMINISTRATIVE HEARING

If the citation is "Sustained" you may file an appeal of the finding with the Glendale Municipal Court, 600 E. Broadway, Glendale, CA 91206. There is a court imposed filing fee for this appeal process. The appeal must be filed within thirty (30) days of the mailing of the Administrative Hearing Officer's findings. A copy of the appeal must also be filed with the City of Glendale, Office of the City Attorney, located at 613 E. Broadway, Glendale, CA 91206-4394.

PLEASE SEE REVERSE 